



Town of Highland Park, Texas
BOARD OF ADJUSTMENT MEETING
AGENDA

8:30 AM
March 11, 2026

4700 Drexel Drive, Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on the Board of Adjustment Minutes held on November 13, 2025.

III. PUBLIC HEARING

- A. Conduct a public hearing and consider a variance from Section 15-101 of the Zoning Ordinance to construct a 9.5-foot fence/wall along the West side property line (Auburndale) at 3429 St. Johns Drive.
- B. Conduct a public hearing and consider a variance from Section 8-701 to allow an increase of the maximum lot coverage from 40% to 41.5% and Section 13-103(C) to allow pool equipment in the required side yard along the northern side property line at 4902 Abbott Avenue.

IV. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.

NOTE: The Board of Adjustment reserves the right to meet in Executive Session closed to the public at anytime in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas OpenMeetings Act, Texas Government Code, Chapter 551, including any one of the permitted exceptions to open meetings provided for in § 551.071 through § 551.076 and § 551.087. Any action taken on such matters will be conducted in Open Session following the conclusion of the Executive Session.



**Town of Highland Park
Board of Adjustment
Wednesday, March 11, 2026**

Item Coversheet

**Take action on the Board of Adjustment Minutes held on November
13, 2025.**

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Minutes of the November 13, 2025 meeting.

RECOMMENDATION

Staff recommends approving the minutes.

ATTACHMENTS

2025-11-13 BOA Minutes

MINUTES OF A MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS, 75205, AT 8:00 A.M. ON WEDNESDAY, NOVEMBER 13, 2025.

Present at the meeting were Chair Stacey Furst, Board Members, Robert McCulloch, Joan Clark, Allison Hunsicker, and Jim Yoder, as well as Alternate Nancy Rogers. Absent from the meeting was Alternate Louis Morrison.

I. CALL TO ORDER

Chair Furst called the meeting to order at 8:00 A.M.

II. MINUTES

Board Member Hunsicker created a motion, seconded by Board Member Clark, to approve the September 10, 2025 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

A. Conduct a public hearing and consider a variance from Section 8-706 of the Zoning Ordinance to exceed the allowable 30% lot coverage by an additional 6%, on property located at 4824 Abbott Avenue.

Jeff Armstrong, Director of Community Development, provided an overview of the case, displaying the 200' notification buffer, site plan, floor plan, as well as key facts such as; this lot was previously combined in 2017, resides within Zoning District D, abuts the Katy Trail, and is located near high-rise construction (City of Dallas), and multi-family apartments (also City of Dallas). The applicant would like to protect neighbors for long construction and one-story would provide added privacy from apartments to the rear compared to two-stories. However, the applicant has design alternatives that would meet the required 30% lot coverage. Staff recommend denial.

There were no letters in support of this request received by the Town.
There was one letter in opposition of this request received by the Town.

In response to a question raised Board Member McCulloch, Mr. Armstrong confirmed that there is a height variance that has been previously approved near this subject property.

Chair Furst requested that the applicant present their case.

Chris Chambles, 4824 Abbott Ave., shared their history of being Highland Park residents. Mr. Chambles explained that their main goal is to preserve the integrity of the neighborhood and character of the existing home. This request will allow the design of a one-story structure, thus not impacting the neighborhood with lengthy construction timeline. Mr. Chambles gathered eight (8) letters of support from surrounding neighbors the night prior to this meeting. Town staff retrieved saved these on file.

In response to a question raised by Board Member Yoder, Mr. Chambles confirmed the proposed addition converts to 25% lot coverage.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 8:20 A.M.

Mark Jimbrone, 4902 Abbott Ave., supports this request. The use, coverage, and design are additive to the neighborhood.

With no one else to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 8:22 A.M.

MOTION

Board Member Hunsicker created a motion, seconded by Board Member McCulloch, to approve this request with the condition of limiting the structure to a single-story. The motion passed by unanimous vote.

IV. ADJOURNMENT

Chair Furst adjourned the meeting at 8:28 A.M.

Approved on this _____ day of _____ 2026.

APPROVED:

Stacey Furst
Chair

ATTEST:

Serena Palomino
Permit Technician



**Town of Highland Park
Board of Adjustment
Wednesday, March 11, 2026**

Item Coversheet

Conduct a public hearing and consider a variance from Section 15-101 of the Zoning Ordinance to construct a 9.5-foot fence/wall along the West side property line (Auburndale) at 3429 St. Johns Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff report and exhibits are available in the attachments

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Staff Report 3429 St Johns



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: March 11, 2026

REQUEST: A variance from Section 15-101 of the Zoning Ordinance to construct a 9.5-foot fence/wall on the west side property line along Auburndale Avenue that will exceed the maximum allowed fence height of eight (8) feet.

LOCATION: 3429 St. John's Dr.

SUMMARY

The applicant proposes to construct a 9.5-foot fence consisting of masonry columns with board-on-board fencing between.

- Only the masonry columns would be 9.5 feet in height. The wood fencing in between would be 9 feet in height.
- Maximum fence height allowed is 8 feet.
- An existing 1.5-foot retaining wall runs along the property line adjacent to Auburndale Ave.
- The applicant would like to build an 8-foot fence on top of the retaining wall.
- Fence height is measured from the adjacent property. In this case, the Auburndale right-of-way. With the 1.5-foot retaining wall and an 8-foot fence on top, the fence would measure 9.5 feet in height from the right-of-way side of the fence.
- The columns would measure 8 feet in height and the wood fencing 7.5 feet in height on the applicant's side of the fence.

ORDINANCE

15-101 "In residentially zoned districts A through H, and CC Districts, fences or walls may be erected to a maximum height of eight (8) feet above the grade as measured from the nonowner's side when located in the required rear and side yards and along either the required side or rear lot line. No fence or wall may be erected or placed in front of the required front yard line."

The property is zoned "D".



Town of Highland Park Board of Adjustment

Staff Report

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The elevation of the ground along the Auburndale side of the property is 553 feet above mean sea level (msl). The public sidewalk immediately adjacent to the property has an elevation of 551.69 feet msl, a difference of 1.31 feet. Staff altered the variance request from 1.31 feet to 1.5 feet to allow for any minor deviations in the ground level and to have a simpler number to work with. The existing retaining wall was necessitated by the significant elevation change in a short distance. Across the full width of the property, the ground elevation increases by 3 feet, 4.5 feet above the sidewalk.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Lots to the north and south along Auburndale do not have the same elevation change and therefore, do not have retaining walls along the Auburndale side property line. There are a few other lots in Highland Park with similar situations, and the Board has previously approved at least three variances for similar requests, including one in May 2025 at 4331 Arcady.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: The applicant has expressed concerns regarding privacy and security. A member of the household maintains a profession that involves regular travel, and aspects of that travel schedule are publicly accessible. As a result, the applicant believes that limiting the fence height to the minimum required along the public sidewalk and street could reduce privacy and increase visibility into the rear yard, particularly given the property's elevated grade (approximately 556 feet MSL), which makes portions of the backyard more visible from the public right-of-way..

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: No negative effects on the public are expected if the variance is approved as requested. Site visibility would not be affected by the variance.



Town of Highland Park Board of Adjustment

Staff Report

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The intent of the ordinance is to limit wall and fence heights to preserve an appropriate and consistent visual environment. It is also intended to provide for privacy and security on private properties. In this case the level of privacy would be somewhat less than other similar properties due to the significant changes in ground elevation.

RECOMMENDATION

The request meets the criteria for a variance and staff recommends approval.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

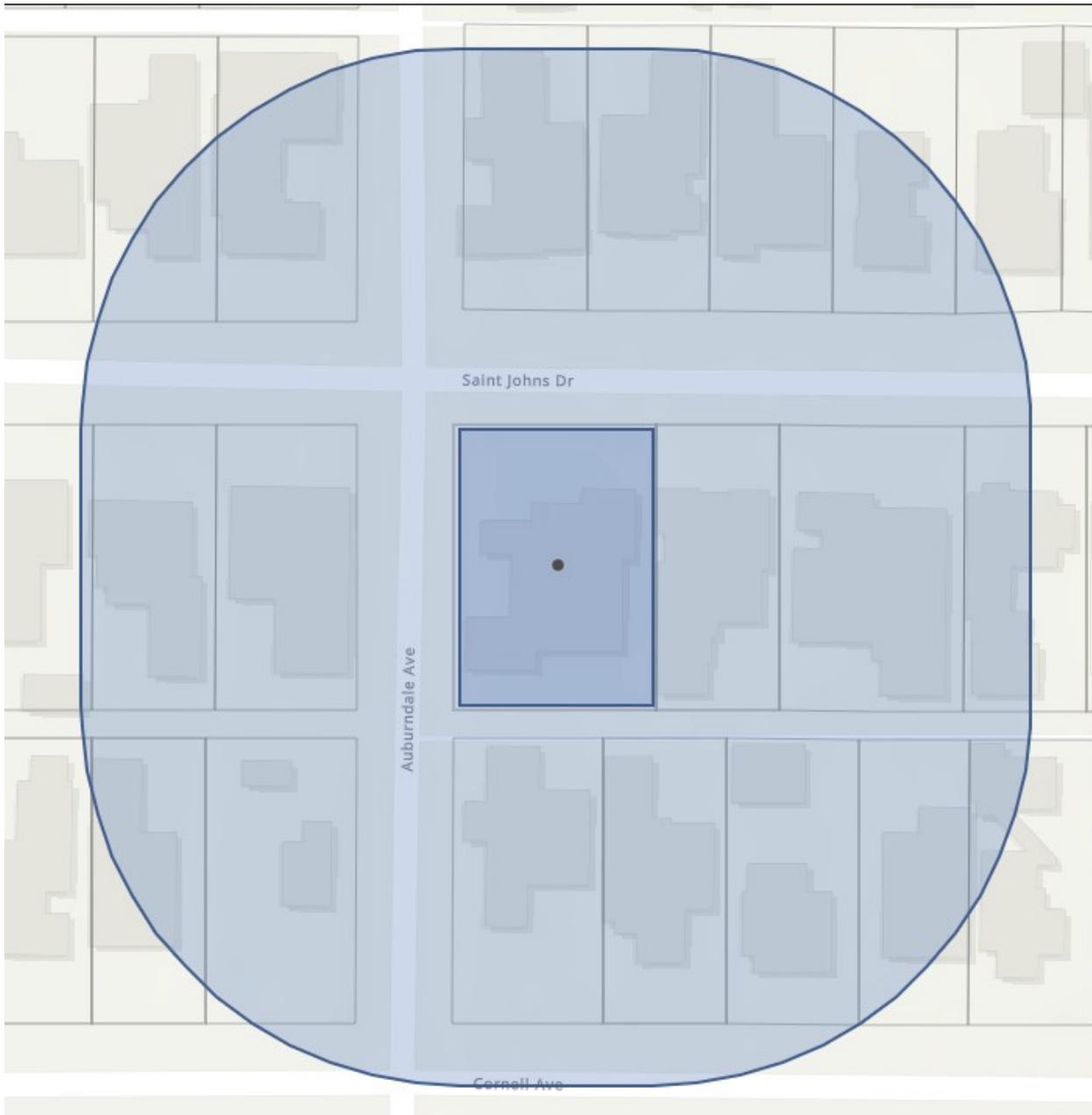




*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 3 – APPLICANT’S LETTER



5015 W Lovers Ln | Dallas, TX 75209 | (214) 729-8809 | info@barringercustomhomes.com

Letter Detailing Hardship
3429 St Johns Drive

February 5th, 2026

To Whom It May Concern,

We would like to request that height of the wood/masonry fence at this property be allowed to sit atop the retaining wall at 8' tall at grade. The top of the masonry columns will be at 8' above grade, the fence will be approximately 7'-6" above grade. There is an existing retaining wall (18"H) that we are replacing (18"H) to match. The total height of the retaining wall plus the stone columns would be 9'-6" from sidewalk, cedar fence at 9' from sidewalk. This client has heightened concerns about security/privacy regarding his wife (and future children) when traveling.

As this is a corner lot with no bordering neighbor, this proposed fence will not have any negative affect on a direct neighbor.

This client has extenuating circumstances regarding travel and family/home security due to the public nature of his occupation and advertised public knowledge of his travel schedule.

Signed,

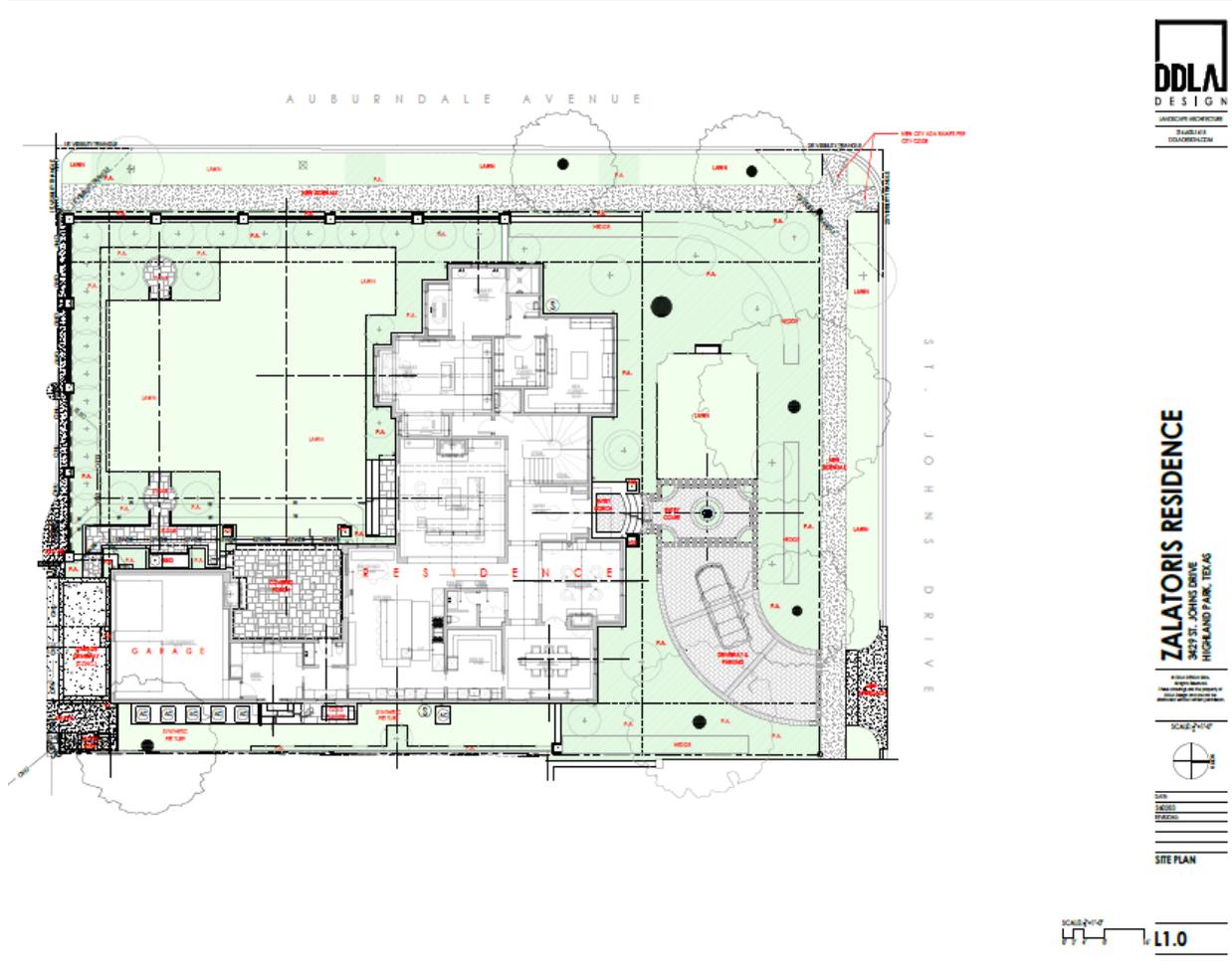
J. Raegan Barringer
President, Barringer Homes



Town of Highland Park Board of Adjustment

Staff Report

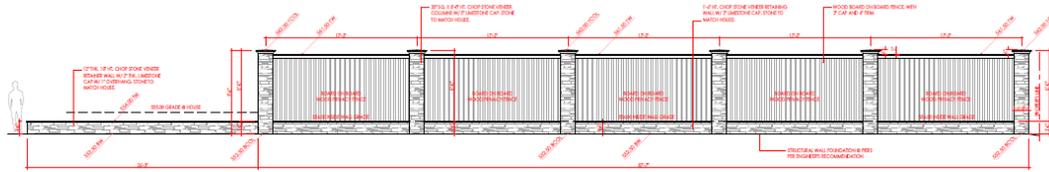
ATTACHMENT 4 – CONSTRUCTION PLANS



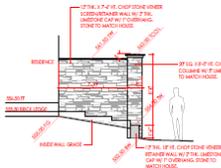


Town of Highland Park Board of Adjustment

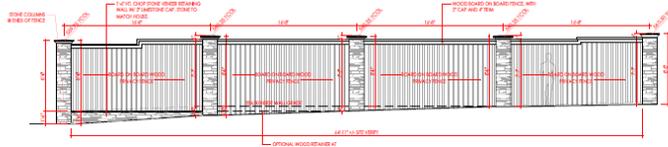
Staff Report



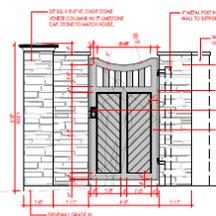
01 STONE VENEER SCREEN/RETAINER WALL @ AUBURNDALE AVENUE
SCALE 1/4"=1'-0"



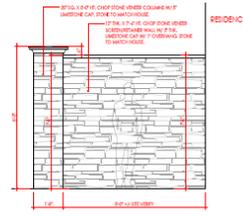
02 STONE VENEER SCREEN/RETAINER WALL @ WEST SIDE YARD
SCALE 1/4"=1'-0"



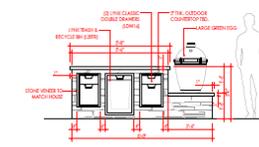
03 REAR FENCE @ ALLEY ELEVATION
SCALE 1/4"=1'-0"



04 REAR GARDEN GATE & WALLS @ GARAGE/DRIVEWAY
SCALE 1/4"=1'-0"



05 EAST SIDE YARD STONE VENEER SCREEN WALL
SCALE 1/4"=1'-0"



06 OUTDOOR GRILL DETAIL
SCALE 1/4"=1'-0"



ZALATORIS RESIDENCE
3400 ST. JONES PARK
HIGHLAND PARK, TEXAS

SCALE: SEE PLAN

| | |
|--------------|--|
| DATE | |
| DESIGN | |
| PERMIT | |
| CONSTRUCTION | |

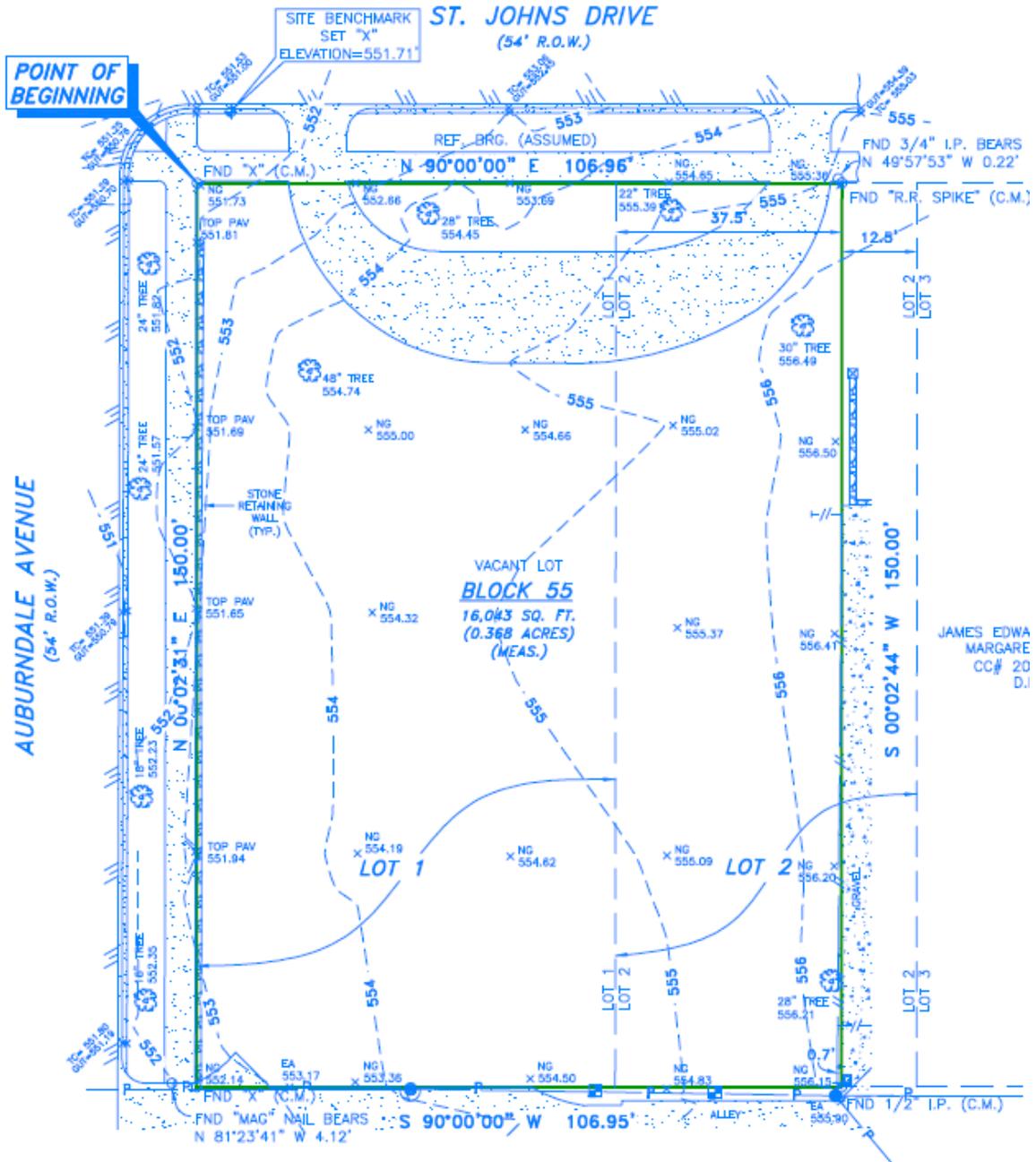
DETAILS 1

L4.0



Town of Highland Park Board of Adjustment

Staff Report





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTO



**Town of Highland Park
Board of Adjustment
Wednesday, March 11, 2026**



Item Coversheet

Conduct a public hearing and consider a variance from Section 8-701 to allow an increase of the maximum lot coverage from 40% to 41.5% and Section 13-103(C) to allow pool equipment in the required side yard along the northern side property line at 4902 Abbott Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff report and exhibits may be found in the attachments.

RECOMMENDATION

Staff recommends approval of both variance requests

ATTACHMENTS

Staff Report 4902 Abbott



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: March 11, 2026

REQUEST: 1) A variance from Section 8-701 of the Zoning Ordinance to allow an increase of the maximum lot coverage from 40% to 41.5% for a new house, and 2) a variance from Section 13-103(C) to allow pool equipment in the required side yard along the northern side property line.

LOCATION: 4902 Abbott Ave.

SUMMARY

The applicant is constructing a 9,167 square foot new home on the property. The house will include a rear entry garage, basement and a swimming pool. The building permit was issued on October 15, 2024.

Lot Coverage Variance:

- The maximum lot coverage for a lot in the D zoning district is 40%; in this case 4,940 square feet.
- The approved plans meet the 40% lot coverage requirement.
- Development includes a two-car rear entry garage, plus a rear entry uncovered parking space that is partially enclosed that does not count toward the lot coverage since it is not covered.
- Applicant proposes to cover and enclose the third space, increasing the lot coverage to the requested 41.5%.
- Proposed lot coverage is 41.5% (5,122 square feet)
- Requested variance is 1.5% (182 square feet)

Pool Equipment Location Variance:

- Pool equipment is not permitted in the required side yard. It must be in the rear yard of a property.
- The applicant proposes locating the pool equipment in the north side yard, next to the rear entry garage.
- A home exists on the adjacent property to the north. The pool equipment would be separated from the neighboring property by a wooden fence. The area of the



Town of Highland Park Board of Adjustment

Staff Report

neighboring property immediately adjacent to the proposed pool equipment location is a driveway.

ORDINANCE

8-701 The maximum lot coverage permitted for a building within the D district is 40%.

13-103.C "...Pool equipment shall not be permitted in the required side yard..."

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

Pool Equipment Variance Request

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The property backs up to the Dallas city limit and Katy Trail. The other side of the trail includes multi-story apartment and commercial buildings. Pedestrians can easily move with no barriers from the commercial and apartment area across the trail to the back of the properties along Abbott. The subject property consists of a single 50-foot-wide lot. The narrow lot necessitates rear garage entry from the alley. Having a three-car garage requires most of the width of the lot to be concrete from the alley to the garage, leaving little room for pool equipment.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Although the lot is not unique relative to the immediate neighboring lots on the east side of Abbott Ave., it is unique in the Town generally. The lot is only 50 feet in width even though the minimum lot width required in the D zoning district is 60 feet. An additional ten feet of width could allow the pool equipment to be outside of the required side yard.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?



Town of Highland Park Board of Adjustment

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Analysis: According to the pool contractor, the only option for the pool equipment not to be in the front or required yard is on the roof. This option is not reasonable as it would require access to the roof for routine servicing and maintenance.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: No negative effects on the public are expected if the variance is approved as requested. The primary concern would be noise from the equipment. However, the proposed location of the pool equipment is next to the neighbor's driveway and garage, not living space.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The intent of the ordinance is to reduce the possibility of pool equipment creating a nuisance to a neighbor due to near proximity to the neighboring house when located in a required side yard. In this case there is an opaque fence along the property line and immediately on the other side of the fence is the neighbor's driveway and garage, not the living area of the house.

Lot Coverage Variance Request

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The property backs up to the Dallas city limit and Katy Trail. The other side of the trail includes multi-story apartment and commercial buildings. Pedestrians can easily move with no barriers from the commercial and apartment area across the trail to the back of the properties along Abbott. Additionally, the lot width is only 50 feet instead of the minimum of 60 feet required by the Zoning Ordinance. If the lot met the minimum lot size, it would easily meet the required maximum lot coverage.

The approved plans include a two-car garage that is covered and enclosed and an additional uncovered carport space that has a garage door but an open wall on the north side. The applicant is concerned about ease of access to the carport space and the possibility of people being able to see into the carport area from upper floors of neighboring buildings in Dallas. Adding a roof to this carport area will increase the lot coverage by 1.5% but will not be visually noticeable from Abbott Ave. or the alley.



Town of Highland Park Board of Adjustment

Staff Report

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Although the lot is not unique relative to the immediate neighboring lots on the east side of Abbott Ave., it is unique in the Town generally. The lot is only 50 feet in width even though the minimum lot width required in the D zoning district is 60 feet.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: The applicants are concerned about privacy and the possibility of easy access to their property from the alley and trail area. The third parking space cannot be covered without approval of a variance.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: No negative effects on the public are expected if the variance is approved as requested.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The intent of the ordinance is to limit the amount of a lot that is covered with buildings to preserve open space and help reduce storm water runoff. In this case, the area proposed to be covered is approved with a garage door and only open on one side so it will appear the same from most perspectives. Also, the subject area is approved to have a concrete parking surface, so the addition of a roof will not affect the amount of storm water runoff.

RECOMMENDATION

Both requests meet the criteria for a variance. Staff recommends approval.

ATTACHMENTS

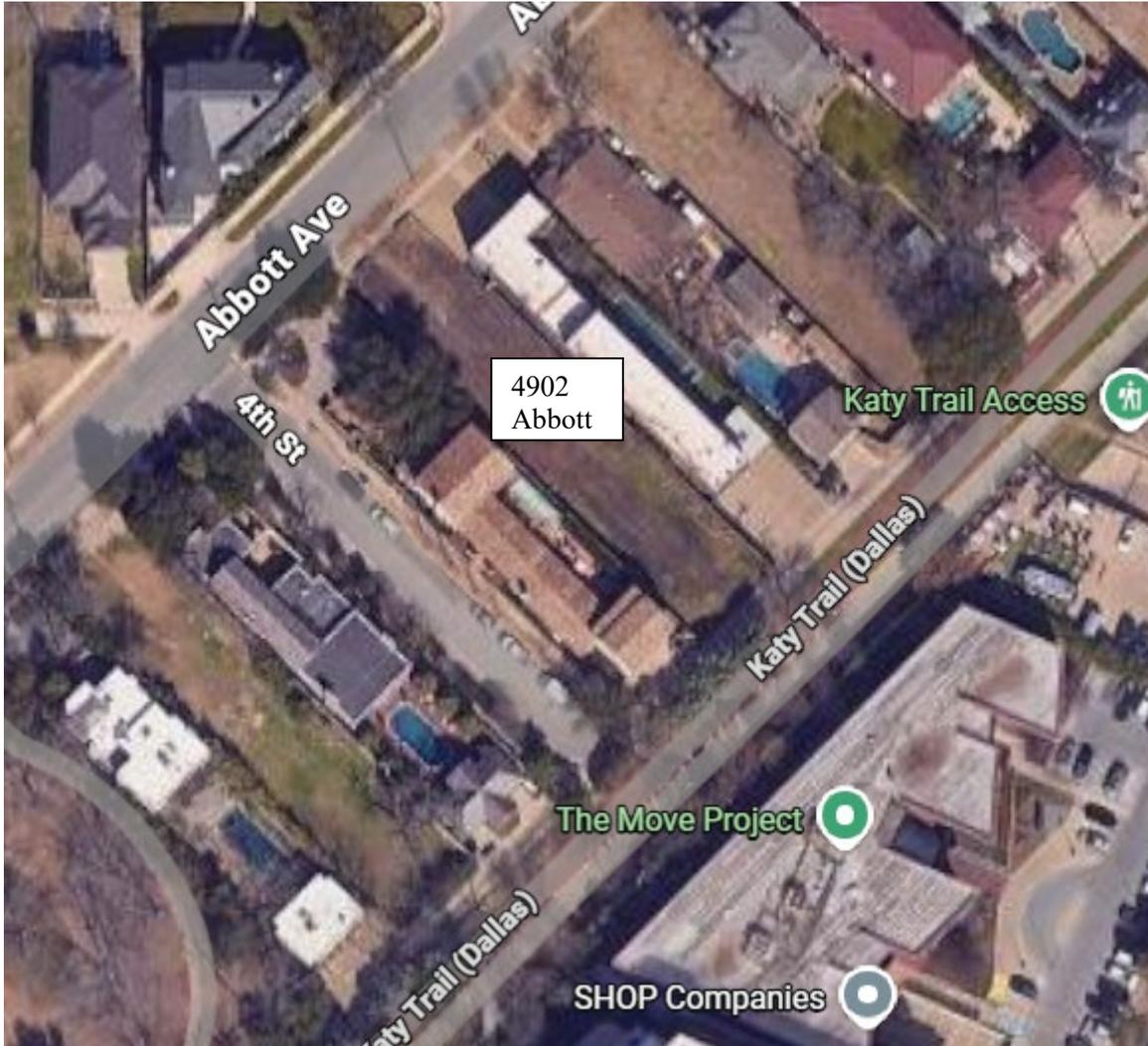
1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

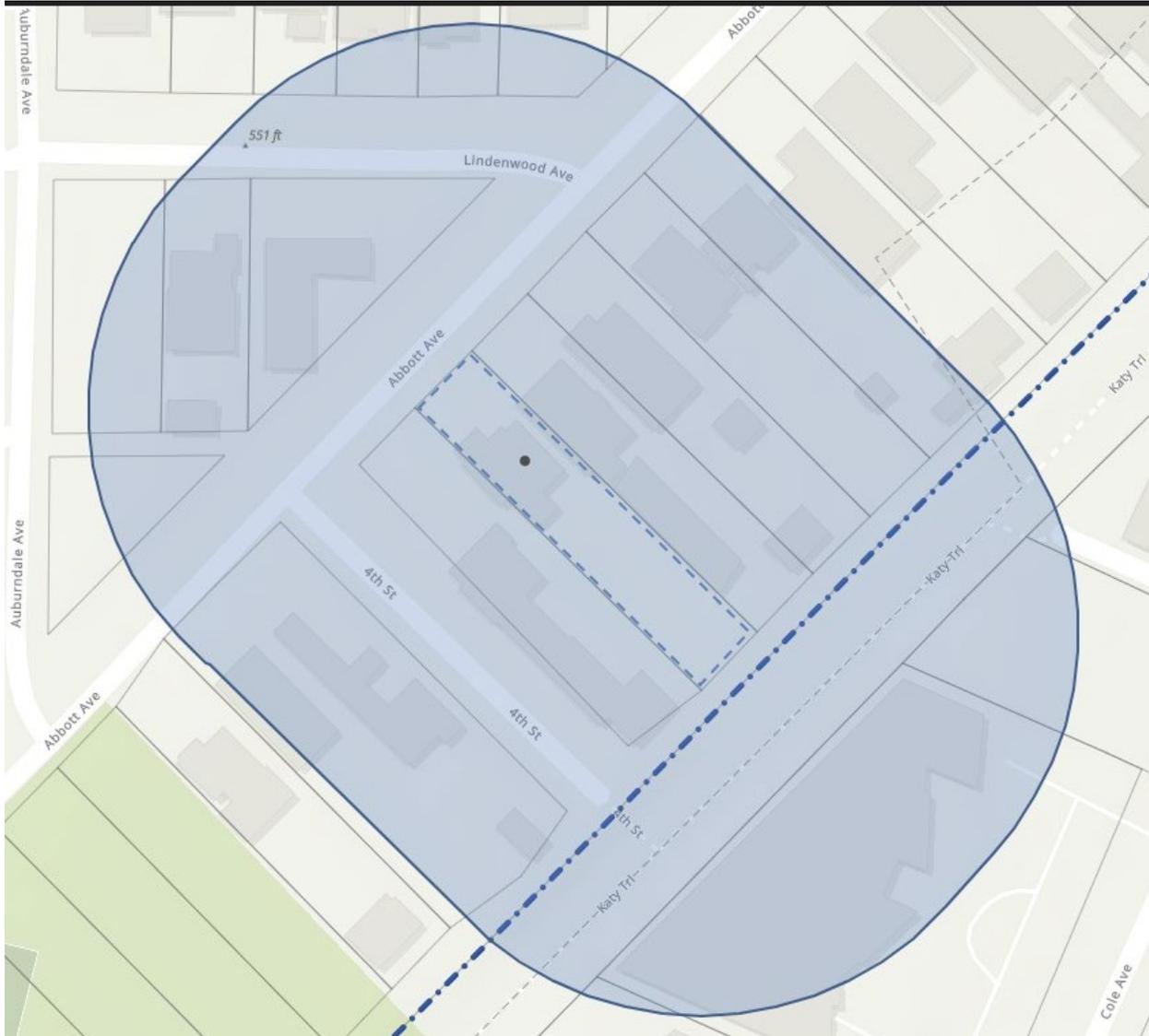




**Town of Highland Park
Board of Adjustment**

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Hardship issue

To Jeff Armstrong and the Committee

We have two hardship issues related to 4902 Abbott Avenue

The lot backs up to [the Katy Trail](#) and the City of Dallas. While the Katy Trail is wonderful, it does [expose use](#) to significant traffic at the rear entrance of our lot. Additionally, there are multiple high rises that can look directly into our lot. I believe this heightens our need to consider safety and security related to the exposure and back portion of our lot. To put a roof onto the carport area would slightly increase the coverage ratio but would meaningfully improve our safety from intrusion of the Katy Trail/Dallas side and limit viewing directly into the house from the surrounding structures, without impacting or effecting the quiet enjoyment of our neighbor at 4904 Abbott.

Secondly, [do](#) to the unusual shape of the lot (long and skinny), it is difficult to find a safe and effective place for the pool equipment without placing it along the northwest corner. According to the pool contractor, the only solution would be to put it on the roof which would create meaningful piping and water issues and servicing issues.

Thank you for your consideration

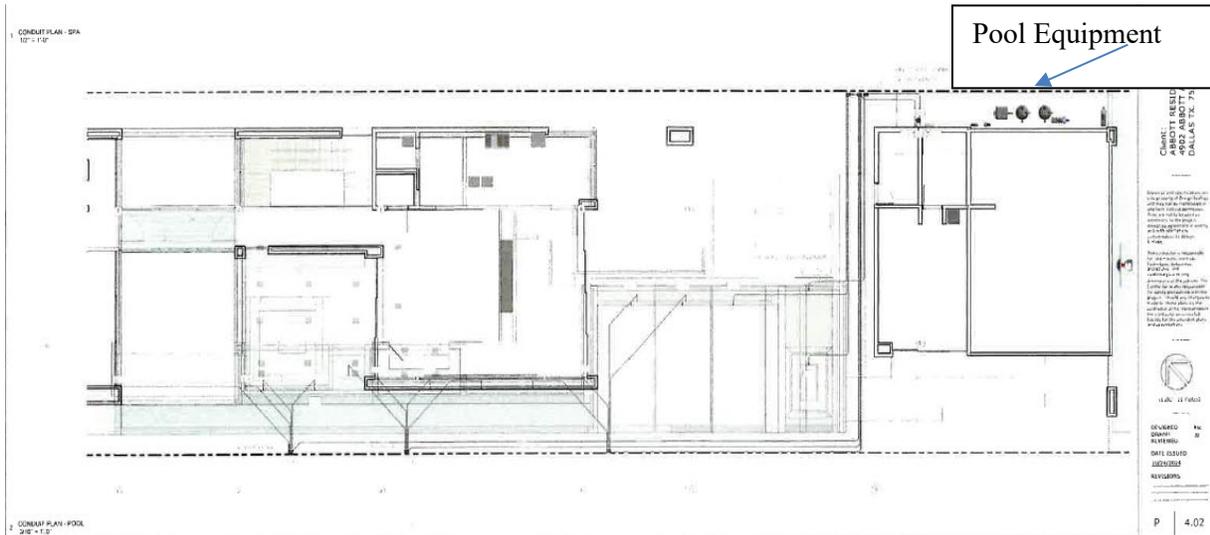
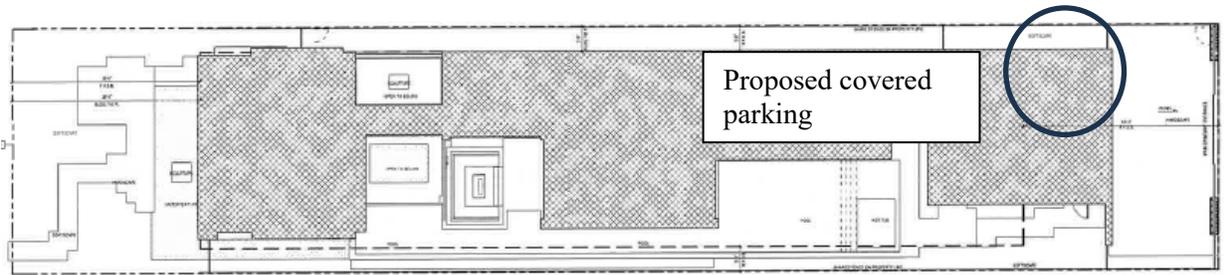
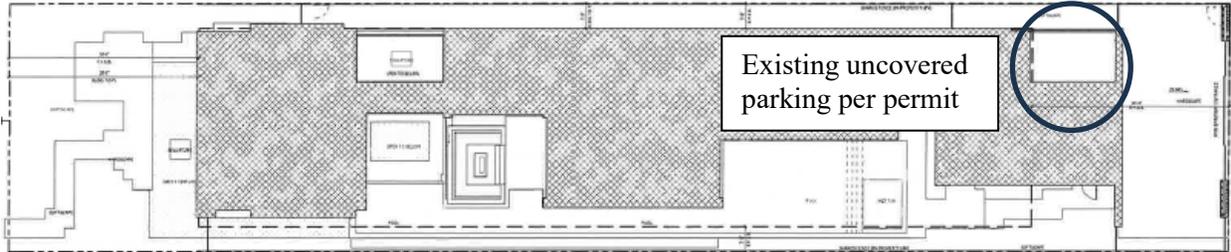
Mark Giambrone



Town of Highland Park Board of Adjustment

Staff Report

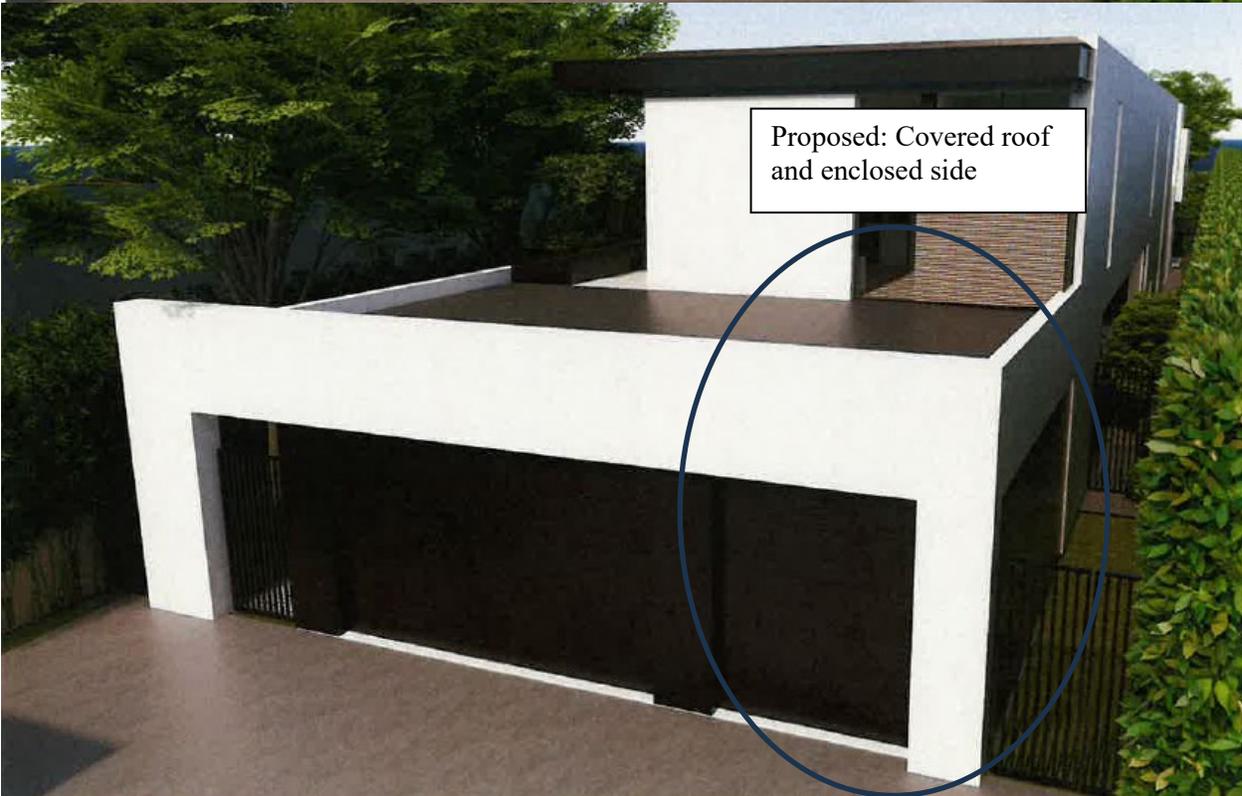
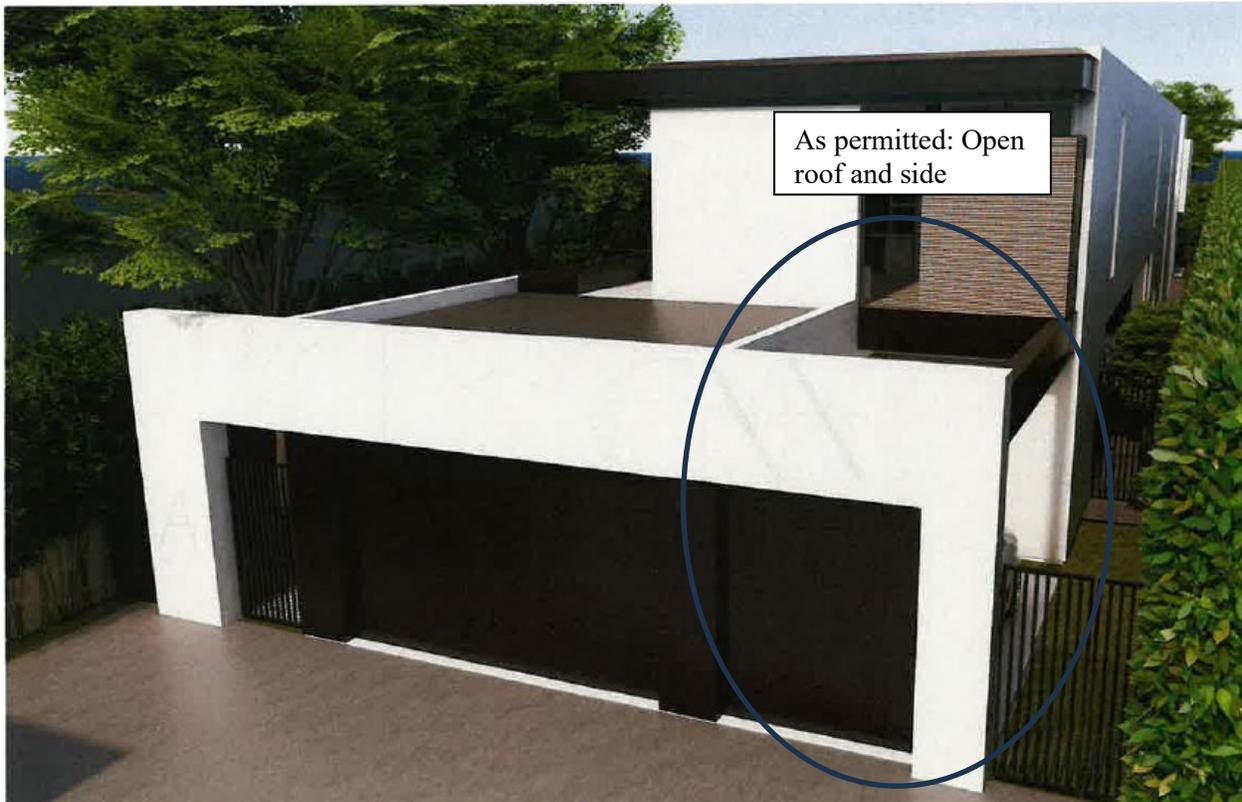
ATTACHMENT 4 – CONSTRUCTION PLANS





*Town of Highland Park
Board of Adjustment*

Staff Report





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTOS





*Town of Highland Park
Board of Adjustment*

Staff Report



March 3, 2026

RE: 4902 Board of Adjustment request

RECEIVED
MAR 04 2026
BY: S.P.

Dear Jeff Armstrong and Board members,

My name is Tommy Dodd and my address is 4904 Abbott Avenue. My wife Linda and I are the direct neighbors to Mark Giambrone's home at 4902 Abbott Avenue. We are in full support of the request being made by Mark Giambrone.

Thank you,



Tommy Dodd

214-538-3334